

September 27, 1978

*Guidelines*

MEMORANDUM FOR THE OFFICE OF LEGISLATIVE COUNSEL

SUBJECT: Correspondence signed or cleared by Mr. Hitz

In order to maintain a chronological file for Mr. Hitz on memoranda and other items of correspondence which he signs off on or signs in final, it is requested that each item of correspondence that is forwarded to his office for signature, have a set which can be pulled and held in a "Hold" file pending final signature and dispatch. The "Hold" copy should contain the originating office information, a copy of any covering memoranda and unless too bulky, a copy of the incoming basic material. This will provide a quick reference for Mr. Hitz and for responding to inquiries as to the status of correspondence, etc.

[Redacted Signature Box]

Executive Assistant

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Distribution:

All Professional and  
Clerical Staff, OLC